

PERSONNEL/HUMAN SERVICES COMMITTEE

A G E N D A

TUESDAY, FEBRUARY 18, 2020

4:00 P.M.

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.

- | | | |
|-------|-----|--|
| | I | CALL TO ORDER |
| | II | ROLL CALL |
| 1- 4 | III | MINUTES (1/21/20) |
| | IV | PUBLIC INPUT |
| | V | PETITIONS AND COMMUNICATIONS |
| 5- 6 | A. | Health Officer - Agreement with Takesha Essex, Nurse Practitioner (Seeking authorization to enter into Agreement; authorization for Board Chair to sign; approval of required budget adjustments - proposed resolution attached) |
| 7-10 | B. | Personnel Director - Vacancies (Seeking authorization to post/fill; proposed resolution attached - pages 16-17 |
| | 1. | <u>VACANCIES (BUDGETED)</u> |
| | a. | 9-1-1 Central Dispatch - Dispatcher (full time; \$16.17/hr. entry) |
| | b. | Juvenile Home - Youth Development Workers (2) (part time; \$15.39/hr. entry) |
| 11 | c. | Department on Aging - On-call Workers as Pooled Positions |
| 12 | d. | Mosquito Control - Operations Supervisor (full time; \$1,536/biweekly entry) |
| 13 | e. | Health Department - Public Health Nurse (full time; \$22.55-\$25.95/hr. entry for RN; \$22.73-\$26.67/hr. entry for BSN) |
| 14-15 | 2. | <u>SEASONAL POSITIONS - BUDGETED:</u> |

Golf Course — Clubhouse

Approx. Start Date: 4/1/20 thru 11/1/20 The

number of positions is approximate but the total appropriation will not be exceeded.

Position:

Hourly Wage:

Clubhouse Assistant

\$12.00/hr

Clubhouse Attendants - Part Time (4+)

\$9.65/hr

Service Assistants - Part Time (5+)

\$9.65/hr

Golf Course — Starters/Rangers

Approx. Start Date: 4/1/20 thru 11/1/20 The

number of positions is approximate but the total appropriation will not be exceeded.

Position:

Hourly Wage:

Starter/Rangers — Part Time (8+)

\$9.65/hr

Golf Course — Grounds/Maintenance

Approx. Start Date: 4/1/20 thru 11/1/20 The number of positions is approximate but the total appropriation will not be exceeded.

Position:

Equipment Operator/Team Leader — Variable Hours (2) \$11.20/hr

Equipment Operators - Variable Hours (6+)

General Laborers - Variable Hours (2+)

Hourly Wage:

\$10.20/hr

\$9.65/hr

Community Center Pool Staff **Approx. Start Date: 6/2/20 thru 8/31/20** The number of positions is approximate but the total appropriation will not be exceeded.

Position: Hourly Wage:

Pool Supervisor (1) \$12.20/hr

Pool Asst. Supervisor (1) \$11.05/hr

Lifeguard/VVSI (10+) \$9.65/hr (entry level) \$9.75 (1 year level)

Cashier (2+) \$9.65/hr (entry level) \$9.75 (1 year level)

Community Center Summer Recreation Program **Approx. Start Date: 6/2/20 thru 8/31/20** The number of positions is approximate but the total appropriation will not be exceeded. Additionally, the number of counselors will be determined based on the number of participants in the program.

Position: Hourly Wage:

Supervisor (2) \$12.00/hr

Counselor (13+) \$9.65/hr (entry level) \$9.75 (1 year level)

Pinconning Park Rangers

Approx. Start Date: 5/1/20 thru Mid-September The number of positions is approximate but the total appropriation will not be exceeded.

Position:

Seasonal Rangers (2+)

Hourly Wage:

\$9.65/hr (entry level) \$10.00 (1 year level)

Seasonal Recreation / Maintenance

Approx. Start Date: 5/1/20 thru Mid-October The number of positions is approximate but the total appropriation will not be exceeded.

Position:

Seasonal Recreation Workers/Full Time (3+)

Hourly Wage:

\$9.65/hr (entry level) \$9.75 (1 year level)

**Seasonal Property Maintenance
County Treasurers Dept)**

Approx. Start Date: 4/6/20 thru 10/6/20 (Paid for by

18-19 C. Office of Assigned Counsel - December Report (Receive)

VI REFERRALS

VII UNFINISHED BUSINESS

VIII NEW BUSINESS

IX MISCELLANEOUS

X ANNOUNCEMENTS

XI ADJOURNMENT

PLEASE NOTE: THE COMMITTEE CHAIR HAS REQUESTED THAT ANY ELECTED OFFICIAL, DEPARTMENT/ DIVISION HEAD PLACING AN ITEM ON THIS AGENDA BE PRESENT OR HAVE A REPRESENTATIVE PRESENT TO SPEAK TO THEIR REQUEST AND/OR ANSWER ANY QUESTIONS POSED BY COMMITTEE MEMBERS.

PERSONNEL/HUMAN SERVICES COMMITTEE

MINUTES

MEETING OF THE PERSONNEL/HUMAN SERVICES COMMITTEE ON TUESDAY, JANUARY 21, 2020, in the Commission Chambers, Fourth Floor, Bay County Building, 515 Center Avenue, Bay City, MI 48708.

Call to order @ 4:00 P.M. by Chair Ryder.

Roll call:

MOTION NO.

COMMISSIONERS PRESENT	1	2	3	4	5	6	7	8	9	10	11
TOM RYDER, CHAIR P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
MICHAEL E. LUTZ, VICE CHAIR P	S/Y	Y	M/Y	Y	Y	Y	S/Y	Y	Y	Y	M/Y
ERNIE KRYGIER P	M/Y	M/Y	Y	S/Y	Y	M/Y	Y	Y	Y	M/Y	S/Y
VAUGHN J. BEGICK P	Y	Y	N	Y	S/Y	Y	Y	Y	S/Y	Y	Y
KIM COONAN P	Y	S/Y	N	M/Y	M/Y	Y	Y	Y	Y	S/Y	Y
THOMAS M. HEREK P	Y	Y	S/Y	Y	Y	S/Y	M/Y	M/Y	M/Y	Y	Y
MICHAEL J. DURANCZYK, EX OFFICIO P	Y	Y	Y	Y	Y	Y	Y	S/Y	Y	Y	Y

MOTION NO.

COMMISSIONERS PRESENT	12	13	14	15	16	17	18	19	20	21	22
TOM RYDER, CHAIR	Y	Y	Y								
MICHAEL E. LUTZ, VICE CHAIR	S/Y	S/Y	Y								
ERNIE KRYGIER	Y	Y	M/Y								
VAUGHN J. BEGICK	Y	Y	Y								
KIM COONAN	Y	Y	S/Y								
THOMAS M. HEREK	M/Y	MY	Y								
MICHAEL J. DURANCZYK, EX OFFICIO	Y	Y	Y								

MOTION NO.

COMMISSIONERS PRESENT	23	24	25	26	27	28	29	30	31	32	33
TOM RYDER, CHAIR											
MICHAEL E. LUTZ, VICE CHAIR											
ERNIE KRYGIER											
VAUGHN J. BEGICK											
KIM COONAN											
THOMAS M. HEREK											
MICHAEL J. DURANCZYK, EX OFFICIO											

OTHERS PRESENT:

J. BARCIA, C.GIGNAC, C.GOULET, A.DAVIS-JOHNSON, J.HISTED, T.JERRY, J.RIVET, B.KRAUSE, S.WALRAVEN , J.COPPENS, STRASZ, R.BRANDT, C.MAUSOLF, E.EURICH, N.PAIGE (BCTV), R.REDMOND, D.BERGER

M-MOVED; S-SUPPORTED; Y-YEA; N-NAY; ABS.-ABSTAIN;E-EXCUSED; A-ABSENT

-/-

PERSONNEL/HUMAN SERVICES COMMITTEE

MINUTES

TUESDAY, JANUARY 21, 2020

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MOTION NO.

NOTE: In addition to these typed minutes, this Committee meeting was also video taped by BCTV and those tapes are available for review in the Administrative Services Department or can be viewed on Bay County's website www.baycountymi.gov/executive/videos.

- 1 MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF THE DECEMBER 17, 2019 PERSONNEL/HUMAN SERVICES COMMITTEE MEETING AS PRINTED.**

Public input was called with no one expressing a desire to address the Committee.

- 2 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE RECLASSIFICATION OF A VACANT ACCOUNT CLERK II POSITION TO ACCOUNT CLERK III IN THE TREASURER'S OFFICE.***

Commissioners Begick and Coonan spoke against the proposed resolution re reimbursement to County Commissioners traveling from their home on county business, Commissioner Duranczyk spoke in favor and, following a brief discussion, it was

- 3 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION APPROVING MILEAGE REIMBURSEMENT FOR COMMISSIONERS DURING THE COURSE OF COUNTY BUSINESS AT THE APPROVED IRS RATE. (5 YEARS; 2 NAYS - COMM. BEGICK AND COONAN).***

- 4 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED PARENTAL LEAVE POLICY (PERSONNEL).***

*** APPROVED BY THE FULL BOARD AT BOARD MEETING IMMEDIATELY FOLLOWING THE P/HS COMMITTEE MEETING.**

- 5 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL A FULL TIME 9-1-1 DISPATCHER VACANCY IN 911 (PERSONNEL).**

PERSONNEL/HUMAN SERVICES COMMITTEE

MINUTES

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MOTION NO.

- 6 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL A FULL TIME ROAD PATROL DEPUTY VACANCY AT THE SHERIFF DEPARTMENT AND 5 SUPERVISORS AND 25 MARINE PATROL DEPUTIES POSITIONS FOR THE SHERIFF'S MARINE PATROL PROGRAM (PERSONNEL).**
- 7 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL A PART TIME HOME SERVICE WORKER VACANCY IN THE DEPARTMENT ON AGING (PERSONNEL).**
- 8 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL A PART TIME STAFF ACCOUNTANT VACANCY IN THE FINANCE DEPARTMENT (PERSONNEL).**
- 9 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL A FULL TIME OPERATIONS SUPERVISOR VACANCY AS WELL AS SEASONAL POSITIONS (32 FIELD AND/OR BIOLOGY TECHNICIANS) FOR THE MOSQUITO CONTROL PROGRAM (PERSONNEL).**
- 10 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO AUTHORIZE AN UNPAID LEAVE OF ABSENCE FOR UP TO 180 DAYS FOR JANE GOOD, SITE MANAGER IN THE DEPARTMENT ON AGING (PERSONNEL).**
- 11 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE MEMORANDUM OF UNDERSTANDING WITH MDHHS FOR GASTROINTESTINAL ILLNESS OUTBREAK INVESTIGATION ASSISTANCE (HEALTH DEPARTMENT).**
- 12 MOVED, SUPPORTED AND CARRIED TO RECEIVE THE NOVEMBER 2019 REPORT FROM THE OFFICE OF ASSIGNED COUNSEL.**
- 13 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL AN IT TRAINING SPECIALIST POSITION IN THE INFORMATION SYSTEMS DEPARTMENT (PERSONNEL).**

PERSONNEL/HUMAN SERVICES COMMITTEE

MINUTES

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MOTION NO.

Administrative Services Director Craig Goulet advised that Bay County Animal Services/Adoption Center has sent 5 dogs for training at the Freeland Correctional Facility and everyone is pleased the program is now underway. He thanked the Board of Commissioners and County Executive for their efforts as regards this program.

There being no further business, it was

14 MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:18 p.m.).

Submitted by:

Deanne Berger

**Deanne Berger
Board Coordinator**



1200 Washington Avenue Bay City, Michigan 48708
PHONE (989) 895-4009/FAX (989) 895-4014/TDD (989) 895-4049
www.baycounty-mi.gov/Health

James A. Barcia
Bay County Executive

Joel R. Strasz
Public Health Officer

TO: Tom Ryder, Chairperson, Personnel/Human Services Committee
FROM: Joel R. Strasz, Health Officer
DATE: February 12, 2020
CC: James Barcia, Amber Johnson, Jan Histed, Mark Pickell,
RE: Authorization to Enter Into Agreement with Takesha Essex, Nurse Practitioner

BACKGROUND: Since 2015, the Health Department has employed Nurse Practitioners at the Bay Community Health Clinic and within the Bay County Health Department as an Independent Contractors. Recently the Department was informed of a vacancy via the departure of one of its contracted Nurse Practitioners. To ensure timely and continuous coverage in this clinic as well as the Family Planning clinic, the Health Department wishes to enter into agreement with Takesha Essex, NP.

FINANCE AND ECONOMICS: There are no economic considerations, as funding for Nurse Practitioner Services has already been budgeted via grant agreements and through anticipated revenues, and can be utilized to pay all fees associated with the Independent Contractor Agreement(s).

RECOMMENDATION: The Health Department recommends, with Corporation Counsel review, Board authorization of the Independent Contractor Agreement for the said Nurse Practitioner as well as any budget adjustments relating to these Agreements.

BAY COUNTY BOARD OF COMMISSIONERS

MARCH 10, 2020

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (2/18/2020)

WHEREAS, Since 2015, the Health Department has employed Nurse Practitioners at the Bay Community Health Clinic and within the Bay County Health Department as an Independent Contractors; and

WHEREAS, Recently the Department was informed of a vacancy via the departure of one of its contracted Nurse Practitioners; and

WHEREAS, To ensure timely and continuous coverage in this clinic as well as the Family Planning clinic, the Health Department wishes to enter into agreement with Takesha Essex, NP.; and

WHEREAS, There are no economic considerations, as funding for Nurse Practitioner Services has already been budgeted via grant agreements and through anticipated revenues, and can be utilized to pay all fees associated with the Independent Contractor Agreement(s); Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the Independent Contractor Agreement for the Takesha Essex, NP, and authorizes the Chairman of the Board to execute said Agreement on behalf of Bay County following Corporation Counsel review and approval; Be It Further

RESOLVED That related budget adjustments, if required, are approved.

TOM RYDER, CHAIR
AND COMMITTEE

Health Dept - Nurse Practitioner Agreement - Takesha Essex, NP

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				TOM RYDER							

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____

AMENDED _____ CORRECTED _____ REFERRED _____ NO ACTION TAKEN _____

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**BAY COUNTY
PERSONNEL DEPARTMENT**

James A. Barcia
County Executive

Tiffany Jerry
Director
jerryt@baycounty.net

To: Tom Ryder, Chairman, Personnel/Human Services Committee

From: Tiffany Jerry, Director of Personnel and Employee Relations

Date: February 12, 2020

Re: **Personnel/Human Services Committee Agenda**

(B)

Please consider the following items for the agenda of your committee meeting scheduled for February 18, 2020.

1. **Request (Vacancy):**

Chris Izowski has submitted a request to hire a full-time 9-1-1 dispatcher with Bay County Central Dispatch, if needed.

Background:

Due to the high turnover and the nature of 9-1-1 dispatcher positions, this is an attempt to maintain minimum staffing levels at Central Dispatch.

Finance/Economics:

Full-time position with benefits as provided for within the GELC labor agreement, although union membership is voluntary. Entry level rate of pay is \$16.17 per hour. Funds exist within the current existing budget.

Recommendation:

Please refer to the full board for approval to hire a full-time 9-1-1 dispatcher, if needed.

2. **Request (Vacancies):**

Juli Reynolds has submitted a request to post and fill 2 part-time Youth Development Worker positions.

Background:

Vacancies exist due to employee resignations.

Finance/Economics:

Positions are part-time with limited benefits as provided for within the USW Part-time labor agreement, although union membership is voluntary. Part-time, variable hours at \$15.39 per hour entry (TS07). Position are budgeted and funds are available within the current existing budget.

Recommendation:

Refer to the full board for approval to hire 2 part-time Youth Development Workers at the Juvenile Home.

3. **Request (On-call Positions):**

Beth Eurich has submitted a request to change the method of staffing for on-call positions within the Department of Aging. The department would like to treat on-call positions as pooled positions which will allow flexibility when needed on the number of positions available while adding no additional cost.

- 7 -

Background:

Currently, the board has approved a specific number of on-call positions for the department. There is a substantial turn around within the department with the on-call positions. On-call workers are imperative to the department as they cover for employee absences due to sick leave, vacation, etc. On-call workers are called into work with no notice and it is extremely difficult to find employees willing to be available under these circumstances. On-call workers are needed in the kitchen, the senior activity centers and as in-home workers. Without these important positions, services can be dramatically interrupted.

Finance/Economics:

No additional funds are being requested. On-call workers make the entry level of the pay scale for the part-time staff for which they are filling in.

Recommendation:

Please refer to the full-board for approval for the Department on Aging to hire on-call workers as pooled positions, rather than capping the number of positions available, without exceeding the allotted budget.

4. **Request (Vacancy):**

A request has been submitted to post and fill a Supervisor vacancy with Bay County Mosquito Control.

Background:

It is anticipated that the current Operations Supervisor vacancy will be filled with an individual reassigned from within the department.

Finance/Economics:

This is a full-time, 12-month position with benefits as provided for within the BCAMPS labor agreement, although union membership is voluntary. The entry level rate of pay is \$1,536/blweekly (PB05). This is a budgeted position therefore funds exist within the current existing budget.

Recommendation:

Please refer to the full board for approval to hire a full-time, 12-month Supervisor position with Mosquito Control. If this position is filled with an internal candidate, we further recommend that the newly vacated position be filled as well.

5. **Request (Upcoming Vacancy):**

The Health Department has submitted a request to post and fill a Public Health Nurse position in the Family Planning clinic.

Background:

Current employee has been on an extended leave of absence and those benefits will be ending in March.

Finance/Economics:

This is a full-time position with benefits as provided for within the Nurses labor agreement, although union membership is voluntary. Rate of pay varies depending on education and experience: \$22.55 - \$25.95 for an RN and \$22.73 - \$26.67 for a BSN. No additional general funds are necessary as this is budgeted with grant funds.

Recommendation:

Please refer to the full board for approval to hire a full-time Public Health Nurse when the position becomes available.

6. **Request (Seasonal Positions):**

Cristen Gignac has submitted a request to hire seasonal staff for the County Golf Course, Community

Center Pool and Summer Recreation Program, Pinconning Park and Building and Grounds.

Background:

Due to the Affordable Health Care Act rules and regulations regarding seasonal employment, they are requesting the ability to hire seasonal help as needed without exceeding the budgeted appropriations.

Finance/Economics:

Golf Course – Clubhouse (Approx. Start Date: 4/1/20 thru 11/1/20)

The number of positions is approximate but the total appropriation will not be exceeded.

Position:	Hourly Wage:
Clubhouse Assistant	\$12.00/hr
Clubhouse Attendants - Part Time (4+)	\$9.65/hr
Service Assistants - Part Time (5+)	\$9.65/hr

Golf Course – Starters/Rangers (Approx. Start Date: 4/1/20 thru 11/1/20)

The number of positions is approximate but the total appropriation will not be exceeded.

Position:	Hourly Wage:
Starter/Rangers – Part Time (8+)	\$9.65/hr

Golf Course – Grounds/Maintenance (Approx. Start Date: 4/1/20 thru 11/1/20)

The number of positions is approximate but the total appropriation will not be exceeded.

Position:	Hourly Wage:
Equipment Operator/Team Leader -- Variable Hours (2)	\$11.20/hr
Equipment Operators - Variable Hours (6+)	\$10.20/hr
General Laborers - Variable Hours (2+)	\$9.65/hr

Community Center Pool Staff (Approx. Start Date: 6/2/20 thru 8/31/20)

The number of positions is approximate but the total appropriation will not be exceeded.

Position:	Hourly Wage:
Pool Supervisor (1)	\$12.20/hr
Pool Asst. Supervisor (1)	\$11.05/hr
Lifeguard/WSI (10+)	\$9.65/hr (entry level) \$9.75 (1 year level)
Cashier (2+)	\$9.65/hr (entry level) \$9.75 (1 year level)

Community Center Summer Recreation Program (Approx. Start Date: 6/2/20 thru 8/31/20)

The number of positions is approximate but the total appropriation will not be exceeded. Additionally, the number of counselors will be determined based on the number of participants in the program.

Position:	Hourly Wage:
Supervisor (2)	\$12.00/hr
Counselor (13+)	\$9.65/hr (entry level) \$9.75 (1 year level)

Pinconning Park Rangers (Approx. Start Date: 5/1/20 thru Mid-September)

The number of positions is approximate but the total appropriation will not be exceeded.

Position:	Hourly Wage:
Seasonal Rangers (2+)	\$9.65/hr (entry level) \$10.00 (1 year level)

Seasonal Recreation / Maintenance (Approx. Start Date: 5/1/20 thru Mid-October)

The number of positions is approximate but the total appropriation will not be exceeded.

Position:	Hourly Wage:
Seasonal Recreation Workers/Full Time (3+)	\$9.65/hr (entry level) \$9.75 (1 year level)

Seasonal Property Maintenance (Approx. Start Date: 4/6/20 thru 10/15/20)

(Paid for by County Treasurer's Dept) The number of positions is approximate but the total appropriation will not be exceeded. The number of hours/hires will be dependent on the number of houses foreclosed.

Position:
Seasonal Foreclosed Homes Worker/Full-Time (2+)

Hourly Wage:
\$11.00/hr

Recommendation:

Please refer to the full board for approval to hire the seasonal staff outlined above

Thank you for your consideration and approval of any necessary budget adjustments related to the aforementioned requests. If you have any questions or concerns, please feel free to contact me.

cc: Jim Barcia
Amber Davis-Johnson
Jan Histed
Kim Priessnitz
Chris Izworski
Beth Eurich
Jessica Somerlott
Laura Ogar
Rebecca Brandt
Joel Kwiatkowski
Joel Strasz
Kathy Janer



**BAY COUNTY
DEPARTMENT ON AGING**


**James A. Barcia
County Executive**

Beth Eurich, LBSW
Director

euriche@baycounty.net

2/6/2020

To: Tiffany Jerry
Personnel Director

From: Beth Eurich 
Department on Aging Director

Request:

Requesting permission to change the method of staffing On-call positions within the Department on Aging. Currently, the board has approved a specific number of On-call positions. I am requesting that this method be updated from any specific number and treated as a pooled position. This will allow flexibility when needed on the number of positions available while adding no additional cost.

Background:

There is a substantial turn around within the Department on Aging within the on-call positions. On-call positions are imperative within the Department as they fill in for permanent employees when the employee is away due to sick leave, vacation, etc. On-call workers are called into work with no notice and as you can imagine it is extremely difficult to find employees willing to be available under these circumstances. On-call workers are needed in the Kitchen), at the Senior Activity Centers, as well as In-Home Workers. Without these important positions, services can be dramatically interrupted.

Finance/Economics:

No additional funds are being requested. On-call positions make the entry level of the pay scale for the part-time staff.

Recommendation:

Please refer to the full Board for approval.

BAY COUNTY MOSQUITO CONTROL

810 Livingston Ave
Bay City, Michigan 48708

REBECCA J. BRANDT, MANAGER

brandtr@baycounty.net

Phone (989) 894-4555

Fax (989) 894-0526

TDD (989) 895-4049

<http://www.baycounty-mi.gov>



JAMES BARCIA
County Executive

LAURA OGAR, DIRECTOR

ogarl@baycounty.net

Community Initiatives
Geographic Information Systems
Gypsy Moth Suppression Program
Mosquito Control
Transportation Planning

To: Tiffany Jerry, Director
Bay County Personnel

Through: Laura Ogar, Director
Environmental Affairs & Community Development

From: Rebecca J. Brandt, Manager
Bay County Mosquito Control

Date: February 10, 2020

Re: Request to Post and Fill Field Supervisor Position

BACKGROUND:

There will be a Supervisor vacancy at Mosquito Control pending approval of Kristy Brandt's promotion to Operations Supervisor.

FINANCE:

This is a full-time, 12-month position with benefits in the BCAMPS union, although membership is voluntary. The wage at hire is \$1,536/bi-weekly progressing to \$1,752.80/bi-weekly after 4 years (PB05). There are currently funds available in line item 703.00.

RECOMMENDATION:

I recommend to post and fill the Supervisor position in addition to any backfill created by this, following Board approval, appropriate reference checks, drug testing and legal review. Thank you for your consideration.

cc: James Barcia
Rebecca Grzegorzczuk
Michele Zook
Cynthia Gaul

-12-



Bay County HEALTH Department

1200 Washington Avenue Bay City, Michigan 48708

PHONE (989) 895-4009/FAX (989) 895-4014/TDD (989) 895-4049

www.baycounty-mi.gov/Health

James A. Barcia
Bay County Executive

Joel R. Strasz
Public Health Director

TO: Tiffany Jerry, Personnel Director
FROM: Kathy Janer, Nursing Services Manager
DATE: February 10, 2020
CC: Michele Reilly, Joel Strasz, Mark Pickell, Kim Priessnitz, Jan Histed
RE: Health Department Position Request

Due to an anticipated vacancy, I would like to request permission to post the following position:

Request: Post FT Nurse Position (40 hours a week) in Family Planning (NN05/NN08), due to anticipated vacancy in March.

Finance/Economics: Funding for the position is currently budgeted via grant funds. No additional general funds are necessary.

Recommendation: Please refer to the full board for approval, so that the position may be posted and filled.

RECREATION & FACILITIES



BAY COUNTY

CRISTEN GIGNAC, DIRECTOR
gignacc@baycounty.net

Andrew Cowan, Operations Manager
cowana@baycounty.net

Jon Morse, Buildings & Grounds Supervisor
morsej@baycounty.net

Daniel Neering, Recreation Manager
neeringd@baycounty.net

Beth Trahan, Recreation Coordinator
trahanb@baycounty.net

JAMES A. BARCIA
County Executive

Tel: (989) 895-4132
Fax: (989) 895-2094
TDD: (989) 895-4049

TO: Tiffany Jerry
Director of Personnel and Employee Relations

FROM: Cristen Gignac
Director of Recreation and Facilities

RE: Temporary Summer Employment

DATE: February 3, 2020

The following are the 2020 requested summer positions for Recreation and Buildings & Grounds. Due to the Affordable Health Care Act rules and regulations regarding seasonal employment, we are requesting the ability to hire seasonal help as needed without exceeding the budgeted appropriations.

Golf Course – Clubhouse

Approx. Start Date: 4/1/20 thru 11/1/20

The number of positions is approximate but the total appropriation will not be exceeded.

Position:

Clubhouse Assistant
Clubhouse Attendants - Part Time (4+)
Service Assistants - Part Time (5+)

Hourly Wage:

\$12.00/hr
\$9.65/hr
\$9.65/hr

Golf Course – Starters/Rangers

Approx. Start Date: 4/1/20 thru 11/1/20

The number of positions is approximate but the total appropriation will not be exceeded.

Position:

Starter/Rangers – Part Time (8+)

Hourly Wage:

\$9.65/hr

Golf Course – Grounds/Maintenance

Approx. Start Date: 4/1/20 thru 11/1/20

The number of positions is approximate but the total appropriation will not be exceeded.

Position:

Equipment Operator/Team Leader – Variable Hours (2)
Equipment Operators - Variable Hours (6+)
General Laborers - Variable Hours (2+)

Hourly Wage:

\$11.20/hr
\$10.20/hr
\$9.65/hr

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Community Center Pool Staff**Approx. Start Date: 6/2/20 thru 8/31/20**

The number of positions is approximate but the total appropriation will not be exceeded.

Position:Pool Supervisor (1)
Pool Asst. Supervisor (1)
Lifeguard/WSI (10+)
Cashier (2+)**Hourly Wage:**\$12.20/hr
\$11.05/hr
\$9.65/hr (entry level) \$9.75 (1 year level)
\$9.65/hr (entry level) \$9.75 (1 year level)**Community Center Summer Recreation Program****Approx. Start Date: 6/2/20 thru 8/31/20**

The number of positions is approximate but the total appropriation will not be exceeded. Additionally, the number of counselors will be determined based on the number of participants in the program.

Position:Supervisor (2)
Counselor (13+)**Hourly Wage:**\$12.00/hr
\$9.65/hr (entry level) \$9.75 (1 year level)**Pinconning Park Rangers****Approx. Start Date: 5/1/20 thru Mid-September**

The number of positions is approximate but the total appropriation will not be exceeded.

Position:

Seasonal Rangers (2+)

Hourly Wage:

\$9.65/hr (entry level) \$10.00 (1 year level)

Seasonal Recreation / Maintenance**Approx. Start Date: 5/1/20 thru Mid-October**

The number of positions is approximate but the total appropriation will not be exceeded.

Position:

Seasonal Recreation Workers/Full Time (3+)

Hourly Wage:

\$9.65/hr (entry level) \$9.75 (1 year level)

Seasonal Property Maintenance**Approx. Start Date: 4/6/20 thru 10/6/20****(Paid for by County Treasurer's Dept)**

The number of positions is approximate but the total appropriation will not be exceeded. The number of hours/hires will be dependent on the number of houses foreclosed.

Position:

Seasonal Foreclosed Homes Worker/Full-Time (2+)

Hourly Wage:

\$11.00/hr

cc: Jim Barcia
Jon Morse
Blake Coppinger
Dan Tomczak
Dan Neering
Beth Trahan
Shawna Walraven
Bob Redmond
Jan Histed

BAY COUNTY BOARD OF COMMISSIONERS

MARCH 10, 2020

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (2/18/2020)

RESOLVED By the Bay County Board of Commissioners that concurrence is given to post/advertise/fill the following full time/part time/temporary/seasonal or co-op positions/vacancies/new positions, monies for said positions to come from the respective departmental budgets:

A. VACANCIES (BUDGETED)

1. 9-1-1 Central Dispatch - Dispatcher (full time; \$16.17/hr. entry)
2. Juvenile Home - Youth Development Workers (2) (part time; \$15.39/hr. entry)
3. Department on Aging - On-call Workers as Pooled Positions
4. Mosquito Control - Operations Supervisor (full time; \$1,536/biweekly entry)
5. Health Department - Public Health Nurse (full time; \$22.55-\$25.95/hr. entry for RN; \$22.73-\$26.67/hr. entry for BSN)

B. SEASONAL POSITIONS - BUDGETED:**Background:**

Due to the Affordable Health Care Act rules and regulations regarding seasonal employment, they are requesting the ability to hire seasonal help as needed without exceeding the budgeted appropriations.

Finance/Economics:**Golf Course — Clubhouse (Approx. Start Date: 4/1/20 thru 11/1/20)**

The number of positions is approximate but the total appropriation will not be exceeded.

Position:	Hourly Wage:
Clubhouse Assistant	\$12.00/hr
Clubhouse Attendants - Part Time (4+)	\$9.65/hr
Service Assistants - Part Time (5+)	\$9.65/hr

Golf Course — Starters/Rangers (Approx. Start Date: 4/1/20 thru 11/1/20)

The number of positions is approximate but the total appropriation will not be exceeded.

Position:	Hourly Wage:
Starter/Rangers — Part Time (8+)	\$9.65/hr

Golf Course — Grounds/Maintenance (Approx. Start Date: 4/1/20 thru 11/1/20)

The number of positions is approximate but the total appropriation will not be exceeded.

Position:	Hourly Wage:
Equipment Operator/Team Leader — Variable Hours (2)	\$11.20/hr
Equipment Operators - Variable Hours (6+)	\$10.20/hr
General Laborers - Variable Hours (2+)	\$9.65/hr

Community Center Pool Staff (Approx. Start Date: 6/2/20 thru 8/31/20)

The number of positions is approximate but the total appropriation will not be exceeded.

Position:	Hourly Wage:
Pool Supervisor (1)	\$12.20/hr
Pool Asst. Supervisor (1)	\$11.05/hr
Lifeguard/WSI (10+)	\$9.65/hr (entry level) \$9.75 (1 year level)
Cashier (2+)	\$9.65/hr (entry level) \$9.75 (1 year level)

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BAY COUNTY BOARD OF COMMISSIONERS

MARCH 10, 2020

RESOLUTION

Community Center Summer Recreation Program (Approx. Start Date: 6/2/20 thru 8/31/20)

The number of positions is approximate but the total appropriation will not be exceeded. Additionally, the number of counselors will be determined based on the number of participants in the program.

Position:

Supervisor (2)
Counselor (13+)

Hourly Wage:

\$12.00/hr
\$9.65/hr (entry level) \$9.75 (1 year level)

Pinconning Park Rangers (Approx. Start Date: 5/1/20 thru Mid-September)

The number of positions is approximate but the total appropriation will not be exceeded.

Position:

Seasonal Rangers (2+)

Hourly Wage:

\$9.65/hr (entry level) \$10.00 (1 year level)

Seasonal Recreation / Maintenance (Approx. Start Date: 5/1/20 thru Mid-October)

The number of positions is approximate but the total appropriation will not be exceeded.

Position:

Seasonal Recreation Workers/Full Time (3+)

Hourly Wage:

\$9.65/hr (entry level) \$9.75 (1 year level)

Seasonal Property Maintenance (Approx. Start Date: 4/6/20 thru 10/15/20)

(Paid for by County Treasurer's Dept) The number of positions is approximate but the total appropriation will not be exceeded. The number of hours/hires will be dependent on the number of houses foreclosed.

Position:

Seasonal Foreclosed Homes Worker/Full-Time

Hourly Wage:

\$11.00/hr

RESOLVED That budget adjustments, if required, are approved; Be It Further

RESOLVED That it is clearly understood that any positions funded through a grant shall be terminated or hours reduced if grant funding is terminated or reduced.

**TOM RYDER, CHAIR
AND COMMITTEE**

Vacancies

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				TOM RYDER							

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____ NO ACTION _____

**OFFICE OF ASSIGNED COUNSEL
MONTHLY REPORT
DECEMBER, 2019**

						2017	2018	2019
Total Number of Arraignments:						0	0	238
VOP	13	Misd.	65	Arraign. Only	26			
Felony	31	Traffic	57	FTA/FTP/VOB	39			
				Misc. Arraign.	7			
Total Number of Referrals:						167	161	182
VOP	14	Misd.	68	Appeals	2			
Felony	36	Traffic	62	PPO's	0			
				FOC	0			
				Paternity	0			
Total Number of New Assignments:						133	135	149
VOP	11	Misd.	56	Appeals	2			
Felony	29	Traffic	51	PPO's	0			
				FOC	0			
				Paternity	0			
Total Number of Defendants Currently Representing - Assigned on New Charges:						23	26	33
VOP	3	Misd.	12	Appeals	0			
Felony	7	Traffic	11	PPO's	0			
				FOC	0			
				Paternity	0			
Total Number of Defendants denied Court Appointed Counsel:						1	0	2
VOP	0	Misd.	1	Appeals	0			
Felony	0	Traffic	1	PPO's	0			
				FOC	0			
				Paternity	0			

ARRAIGNMENTS

JEFF MARTIN

Total Arraignments:						87
Felonies	12	Settled 5 Cases				
Misd.	28					
Traffic	16					
Arraign. Only	12					
FTA/FTP/VOB	19					

GARSKE/HEWITT

Total Arraignments:						131
Felonies	19	Settled 5 Cases				
Misd.	37					
Traffic	41					
Arraign. Only	14					
FTA/FTP/VOB	20					

CIRCUIT COURT

Total Arraignments:						13
Felonies/VOP	13					

ASSIGNMENTS

There were a total of 180 defendants assigned on felonies, misdemeanors, traffic & vop's.

LABEAN/CASE

	2017	2018	2019
New Assignments:	60	62	68

Felonies	10	Arraigned 1
C.C. VOP	0	
Misd.	23	
Traffic	23	

There were a total of 147 NEW assignments on felonies, misdemeanors, traffic & violations of probation, which the Criminal Defense Office was assigned.
56 or 38%

	2017	2018	2019
Defendants Currently Representing - Assigned on New Charges:	10	13	12

Felonies	4	Arraigned 2
C.C. VOP	2	Arraigned 1
Misd.	4	Arraigned 1
Traffic	2	

MANNIKO/HETHERINGTON

	2017	2018	2019
New Assignments:	67	63	83

Felonies	18	Arraigned 5
C.C. VOP	6	
Misd.	33	
Traffic	28	

There were a total of 147 NEW assignments on felonies, misdemeanors, traffic & violations of probation, which the Public Defender's Office was assigned.
83 or 56%

	2017	2018	2019
Defendants Currently Representing - Assigned on New Charges:	9	12	17

Felonies	2	Arraigned 1
C.C. VOP	1	Arraigned 1
Misd.	6	
Traffic	8	Arraigned 1

PRIVATE COUNSEL

	2017	2018	2019
New Assignments:	3	9	8

Felonies	3	Arraigned 1
C.C. VOP	5	Arraigned 5
Misd.		
Traffic		

There were a total of 147 NEW assignments on felonies, misdemeanors, traffic & violations of probation, which the Private Counsel was assigned.
8 or 6%

	2017	2018	2019
Defendants Currently Representing - Assigned on New Charges:	4	1	4

Felonies	1	Arraigned 1
C.C. VOP	0	
Misd.	2	
Traffic	1	

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